

Program A: Administrative Services

Program Authorization: Act 44 of the 1998 Regular Session

PROGRAM DESCRIPTION

The mission of the Administrative Services Program is to provide cost effective and beneficial products and services in the areas of printing and forms management to fulfill needs of state agencies in an expeditious and supportive manner and to reduce the paperwork burden on state agencies and the public.

The goals of the Administrative Services Program are:

1. Provide ongoing quality printing and cost effective forms management.
2. Improve cost efficiency.
3. Enhance the availability of State Printing/Forms Management services.

The Administrative Services Program includes the following activities: Office of State Printing and the Office of Forms Management.

Administrative Services provides quality service at a cost less than or equal to commercial vendors, however, under certain circumstances it is appropriate to utilize resources from other state agencies as well as the private sector.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

1. (KEY) To reduce average customer response time by 15% to six (6) days.

Strategic Link: This operational objective is an incremental step toward achieving Strategic Goal I: *To provide quality service at a cost equal to or less than commercial vendors by utilizing resources within State government as well as in the private sector.*

Explanatory Note: Customer response time refers to the time between when a work order is received and when the order is shipped for delivery to customer. The response time for FY 1998-99 fiscal year was seven days.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-99	ACTUAL YEAREND PERFORMANCE FY 1998-99	ACT 60 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Percentage change in average customer response time	Not applicable ¹	Not available ²	Not applicable ¹	15%	15%	15%
K	Average customer response time (in days)	Not applicable ¹	7	Not applicable ¹	7	6	6

GENERAL PERFORMANCE INFORMATION: ADMINISTRATIVE SERVICES

PERFORMANCE INDICATOR	PRIOR YEAR ACTUAL FY 1995-96	PRIOR YEAR ACTUAL FY 1996-97	PRIOR YEAR ACTUAL FY 1997-98	PRIOR YEAR ACTUAL FY 1998-99
Forms Management:				
Number of requisitions received	11,670	11,047	11,280	10,744
Amount of sales	\$1,908,908	\$1,671,326	\$1,527,517	\$1,529,478
State Printing Office:				
Number of printing jobs received	3,303	2,910	2,903	3,171
Amount of sales	\$2,033,301	\$2,048,948	\$1,976,296	\$2,207,370

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1998-1999	ACT 60 1999- 2000	EXISTING 1999- 2000	CONTINUATION 2000 - 2001	RECOMMENDED 2000 - 2001	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	3,303,565	5,184,695	5,184,695	5,453,245	5,329,985	145,290
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<u>\$3,303,565</u>	<u>\$5,184,695</u>	<u>\$5,184,695</u>	<u>\$5,453,245</u>	<u>\$5,329,985</u>	<u>\$145,290</u>
EXPENDITURES & REQUEST:						
Salaries	\$813,741	\$1,024,818	\$1,024,997	\$1,056,295	\$1,012,502	(\$12,495)
Other Compensation	53,422	68,579	58,510	47,955	48,705	(9,805)
Related Benefits	144,242	184,719	194,609	200,468	199,965	5,356
Total Operating Expenses	2,280,243	3,906,579	3,867,315	3,933,527	3,853,813	(13,502)
Professional Services	0	0	0	200,000	200,000	200,000
Total Other Charges	0	0	0	0	0	0
Total Acq. & Major Repairs	11,917	0	39,264	15,000	15,000	(24,264)
TOTAL EXPENDITURES AND REQUEST	<u>\$3,303,565</u>	<u>\$5,184,695</u>	<u>\$5,184,695</u>	<u>\$5,453,245</u>	<u>\$5,329,985</u>	<u>\$145,290</u>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	39	39	39	39	38	(1)
Unclassified	0	0	0	0	0	0
TOTAL	<u>39</u>	<u>39</u>	<u>39</u>	<u>39</u>	<u>38</u>	<u>(1)</u>

SOURCE OF FUNDING

This program is funded from Fees and Self-generated Revenues derived from the sale of forms and printing services to other state agencies and local governments.

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$5,184,695	39	ACT 60 FISCAL YEAR 1999-2000
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$0	\$5,184,695	39	EXISTING OPERATING BUDGET – December 3, 1999
\$0	\$21,480	0	Annualization of FY 1999-2000 Classified State Employees Merit Increase
\$0	\$13,777	0	Classified State Employees Merit Increases for FY 2000-2001
\$0	\$7,090	0	State Employee Retirement Rate Adjustment
\$0	(\$95)	0	Risk Management Adjustment
\$0	\$15,000	0	Acquisitions & Major Repairs
\$0	(\$39,264)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$12)	0	UPS Fees
\$0	(\$2,978)	0	Salary Base Adjustment
\$0	(\$23,288)	0	Attrition Adjustment
\$0	(\$23,220)	(1)	Personnel Reductions
\$0	\$875	0	Civil Service Fees
\$0	(\$7,090)	0	Other Adjustments - reduction in Other Charges to fund State Employees' Retirement rate adjustment
\$0	\$3,140	0	Other Adjustments - funding for the Office of Information Services computer services provided to program
\$0	(\$9,805)	0	Other Adjustments - reduction in Other Compensation funding pursuant to agency request
\$0	\$2,608	0	Other Adjustments - Estimated cost difference between payments due in FY99 and FY00 for replacement and new equipment funded through Louisiana Equipment Acquisition Fund (L.E.A.F.) program
\$0	\$200,000	0	Other Adjustments - professional services contract for moving services. The agency is relocating and will need to hire expert movers to move heavy equipment such as printing presses.
\$0	(\$12,928)	0	Other Non-Recurring Adjustments - third party lease agreements
\$0	\$5,329,985	38	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$5,329,985	38	BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL

			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$5,329,985	38	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 102.8% the existing operating budget. It represents 97.3% the total request (\$5,476,293) for this program. The major difference between total recommended and total existing operating budget is funding for the relocation of the agency's plant facilities (\$200,000). All applicable statewide policy adjustments have been applied to this program. Total request and total recommended differ mainly because of certain statewide policy adjustments - not funding inflation costs (-\$73,499), maintaining a two percent (2%) attrition factor (-\$23,288), and personnel reduction (-\$23,220 and one warehouse clerk). The recommended funding level should enable this ancillary program to continue to provide printing and forms management services that are cost effective for its customer agencies.

PROFESSIONAL SERVICES

\$200,000	Professional moving services - This agency will be relocating into a state-owned building in the last quarter of Fiscal Year 2001. The cost of moving forms inventory and printing equipment will require the services of a professional moving company, technicians to dismantle and re-assemble equipment, and professionals to provide cabling and connection for LAN service.
\$200,000	TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

This program does not have funding for Other Charges for Fiscal Year 2000-2001.

ACQUISITIONS AND MAJOR REPAIRS

\$15,000	Upgrade of existing computer graphics equipment in order to provide customers with a level of printing service that meets or exceeds industry standards.
\$15,000	TOTAL ACQUISITIONS AND MAJOR REPAIRS